

Caltrans Soil & Rock Logging, Classification, and Presentation Manual

Committee Charter and Standard Procedures (June 2007)

Committee Members: Tom Whitman, Chairperson
David Jang
Bob Price
Hector Valencia
Mark Hagy
Craig Hannenian
Loren Turner (DRI)

Committee Sponsor: Tim Pokrywka

Purpose of Committee

The Soil & Rock Logging, Classification, and Presentation Manual Committee, formed by the Geotechnical Services Management Team (GSMT), shall maintain the manual as follows.

- The manual shall be kept current with respect to the state of practice of all standards and procedures presented in the manual.
- The committee shall consider all requests for modifications to the manual and respond to those requests in a timely manner.

Annual Review

The committee shall perform an annual review of the manual due to the GSMT in June of each year. The review shall consist of the following:

- Review of the manual's references and considerations of changes to reflect updated references, if any.
- Review of approved "*Request for Exception*" forms and consideration for revision to the manual to accommodate approved exceptions.
- Solicitation of comments by our partners such as the Association of Drilled Shaft Contractors (ADSC), Consultants and Construction and consideration of their issues.

Standard Procedure for Modifying the Manual

1. Staff shall post requests for modifications on the *Caltrans Geotechnical Services Discussion Board, Soil & Rock Logging, Classification and Presentation Manual* Category located at:

<http://cap1.dot.ca.gov/forum/GeotechnicalServices/index.php>

The request for modification shall include at least the following information:

- Name of requestor
 - Office
 - Manual Section Number
 - Description of Proposed Change
 - Discussion of Reason or Need for the Proposed Change
 - If applicable, reference to an approved *Request for Exception* relating to the Proposed Change
2. The committee chairperson will monitor the discussion board, review the proposal and assign any additional research to an appropriate person. The person will typically be the Committee Member representing the requesting office, but may be others depending on the proposal topic.
 3. If the proposal is minor, the chairperson may implement the revision without input from the committee. Otherwise, depending on the proposal's complexity, the chairperson will either schedule a committee meeting, solicit comments on the discussion board, or ask for each member's recommendation on whether to implement the proposed change or not.
 4. Acceptability of proposed changes will be by majority vote of the committee members present at the meeting, or by those who respond to the chairperson by the stated deadline.
 5. Unless deemed urgent by the committee chairperson, revisions will be made annually and coincide with the annual report to the GSMT. An exception to this shall be during the first 12 months after initial release where the committee will be expected to address comments on an ongoing basis.

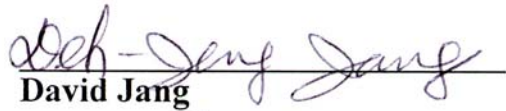
Committee Member Roles and Responsibilities

Committee members pledge to actively participate in maintenance of the manual according to this committee charter. It is expected that each committee member respond to correspondence in a timely manner so not to delay progress of related business.

Member Signatures



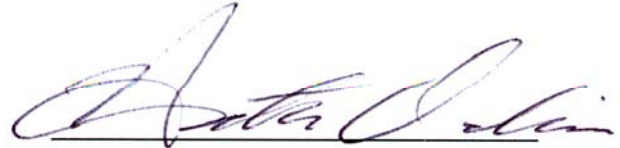
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